



Please fill in this form completely.

## 1. Personal Information

Last Name	First Name	<input type="checkbox"/> Male	
		<input type="checkbox"/> Female	
Nationality	Date of Birth (dd/mm/yyyy)	Place of Birth (City, Country)	
(Home address) Street and Number	City	State/Province	
Zip Code	Country	E-mail	
Home Telephone	Cell phone		
Occupation			
Education	School/College/University	Location	
	From/To (dd/mm/yyyy)	Degree	
What other education/training have you had?			
Work Experience/Name of Company	Position		
	From/To (dd/mm/yyyy)		
How did you find out about Florence Culinary Art School?			

## 2. Program you are applying

Please check the program you are applying for.

I prefer to take the lessons in  Italian  English  Spanish  Japanese  Chinese  Russian  Other Language ( )

Chef Training Course + Internship  6 months  12 months  18 months  24 months (Start dates Sep.24, 2018 Jan.21, 2019 Apr.8, 2019)

Chef Training Course  8 weeks  6 weeks (Start dates Jan.22, 2018 Apr.9, 2018 Sep.24, 2018 Jan.21, 2019 Apr.8, 2019)

Home Cooking  1 week  2 weeks  4 weeks  8 weeks  12 weeks  Other ( )

Baking and Pastry Course  1 week  2 weeks  4 weeks  8 weeks  12 weeks  Other ( )

Gelato Course  1 week  2 weeks  4 weeks  8 weeks  12 weeks  Other ( )

Barista Course  1 week  2 weeks  4 weeks  8 weeks  12 weeks  Other ( )

Sommelier Training  1 week

Summer Course  2 weeks  4 weeks  8 weeks  12 weeks

Christmas Course  1 week  2 weeks  3 weeks  4 weeks

1-Day Course (Course Name )

Internship

Language + Internship

Other \_\_\_\_\_

Start date (dd/mm/yyyy) 1st Choice (from / / ) 2nd Choice (from / / )

## 3. Housing

All courses above, except for internship and 1-Day Course, include accommodation in a shared flat (twin room) for the duration of the course.

For any allergies to animals or others, please declare on the section 4.

If you request accommodation for a specific period, please request below.

- I request a single room (sharing only kitchen, bathroom and living room).  
\*Single room Additional Fees : 1-week (6 nights) €200 2-week (13nights) €240 4-week (27 nights) €300 8-week (55 nights) €600 12-week (83 nights) €900
- I request accommodation (from / / to / / )
- Not necessary

## 4. Enclosed documents

- Application Form  Diploma or Certificate of the last education
- Photocopy of Passport

If you have any food allergies, medical conditions such as cardiac disease, diabetes, epilepsy, chronic disease or any other diseases that require special attention, please describe in detail and attach the doctor's note.

## 5. Payment Procedure \*Please confirm with the Accademia Riace - Office of Admissions

### INTERNATIONAL STUDENTS

Bank Name: SUMITOMO MITSUI BANKING CORPORATION  
Branch Name: AZABU BRANCH  
Bank Address: 4-1-3 Nishiazabu Minato-ku Tokyo Japan 106-0031  
Account Holder: ACCADEMIA RIACE TOKYO OFFICE  
Address: 5-15-20-702 Minamiazabu Minato-ku Tokyo Japan 106-0047  
Phone Number: +82-3-5449-8200  
Account number: 270-107029  
SWIFT Code/BIC: SMBC JP JT

### ITALIAN STUDENTS

Bank Name: Banco Posta  
Account Holder: ACCADEMIA RIACE  
Account Number: 000084496884  
Address : VIA DE' CONTI 4, 50123 FIRENZE ITALY  
Phone Number: +39-055-289831  
CODE IBAN: IT26 W076 0102 8000 0008 4496 884  
CODE BIC/SWIFT: BPPIITRRXXX  
CIN: W ABI: 07601 CAB: 02800

Agent



## GENERAL CONDITIONS

1. The Enrollment Fee of FLORENCE CULINARY ART SCHOOL is to be paid upon registration of FLORENCE CULINARY ART SCHOOL and the Tuition Fee of FLORENCE CULINARY ART SCHOOL is to be paid before the start of the relevant course. Payments can be made only in cash, by bank wire transfer. FLORENCE CULINARY ART SCHOOL will provide the student with a certificate of payment confirmation. In case of a wire transfer, the certificate will be issued only when the completion of the transfer has been confirmed by the school at its receiving bank account. FLORENCE CULINARY ART SCHOOL may, at its sole discretion, exclude from any course and/or examinations any registered student who fails to pay the applicable Tuition Fee within the period stated above or any other period as may be agreed with FLORENCE CULINARY ART SCHOOL. FLORENCE CULINARY ART SCHOOL reserves the right to claim back from any such student any reasonable expenses incurred in reliance upon his/her registration on the course.
  2. The Enrollment Fee paid to FLORENCE CULINARY ART SCHOOL is not refundable unless FLORENCE CULINARY ART SCHOOL decides not to grant the student a place on the relevant course. Cancellation will only be accepted if made in writing to FLORENCE CULINARY ART SCHOOL. If cancellation occurs not less than 90 days prior to the start of the relevant course, FLORENCE CULINARY ART SCHOOL shall refund 100% of the Tuition Fee, 50% of the Tuition Fee will be refunded if cancellation occurs not less than 60 days prior to the start of the relevant course; 30% of the Tuition Fee will be refunded if cancellation occurs one day before the class starts and no refund shall be made if cancellation occurs after the start of the relevant course. For student who do not hold an EU passport, there will be no refund after certificate of enrollment has been issued.
  3. The Tuition Fee includes tuition and diploma or certificate of attendance as specified for the course.
  4. FLORENCE CULINARY ART SCHOOL will be responsible for preparing a laboratory and basic equipments for student use. However, expenses for any materials needed for each student's course and projects shall be covered by the student.
  5. Specific information such as the duration of the course shall be communicated to the student upon registration. Examinations must be taken at the end of the relevant course. No student shall be allowed to take the examinations after the end of the relevant course and FLORENCE CULINARY ART SCHOOL shall not, in this case, issue any final certificate of attendance or the official diploma to the student.
  6. Attendance is compulsory. No student shall be allowed to take examinations unless he/she attends at least 80% of the lessons. No final certificate shall be issued unless the student maintains the required attendance record until the end of the course and achieves the required pass mark in the examinations. In case students do not attend lessons, there will be no refund of the Tuition Fee.
  7. By enrolling on any course offered by FLORENCE CULINARY ART SCHOOL, students agree to comply fully with the disciplinary rules of FLORENCE CULINARY ART SCHOOL as this represents a condition of the agreement between students and FLORENCE CULINARY ART SCHOOL. Compliance with the disciplinary rules shall involve a good attendance record, a rigorous respect of the schedule of lessons and a responsible attitude towards the staff of FLORENCE CULINARY ART SCHOOL allows students to use any equipment within FLORENCE CULINARY ART SCHOOL. Failure to adhere fully to these rules may result in disciplinary measures being taken against the offending student (which, for the avoidance of doubt, may involve the expulsion of the student from the relevant course). To the fullest extent permitted by Italian law, FLORENCE CULINARY ART SCHOOL reserves the right to claim damages in relation to any loss caused by the student.
  8. Courses are organized according to the schedules, dates and programs established by the teachers approved by FLORENCE CULINARY ART SCHOOL, which reserves the right, at any time, to amend any aspect of the course as may be necessary.
  9. The examination papers, together with any material produced by the students during the examinations (hereon referred to as The Material) shall be deemed to be the property of FLORENCE CULINARY ART SCHOOL. Students hereby assign by way of future assignment all copyrights arising in the Material and in particular allow FLORENCE CULINARY ART SCHOOL to exhibit, reproduce and/or publish such Material.
  10. If a student wishes to change the course after registering with FLORENCE CULINARY ART SCHOOL, the school will first evaluate the possibility to make the arrangement for changing the course, and decide if the course change is possible or not. In case it is possible to make the change, the school will arrange a new course with a handling fee of 20% of the tuition (enrollment fee and tuition) already paid. (If there is a difference between the course fees, the school will calculate the balance to be paid together with the handling fee.)
  11. FLORENCE CULINARY ART SCHOOL reserves the right to cancel the course prior to the beginning of the courses if less than a quorum to start a course is present. Students who are registered in a course that is canceled will be notified, and the Enrollment Fee and the Tuition Fee will be a full refund.
  12. FLORENCE CULINARY ART SCHOOL doesn't take any responsibilities for accidental loss of personal belongings and valuables in school or outside school.
  13. Students must be responsible in case of any damage or vandalism of school property by the student.
  14. FLORENCE CULINARY ART SCHOOL is closed on Italian national holidays and school holidays such as summer holidays, winter holidays and Easter holidays.
  15. No variation to this agreement shall be valid unless agreed in writing between the parties.
  16. For programs held in Florence campuses, the agreement between FLORENCE CULINARY ART SCHOOL and students shall be subject to the Italian law and the parties hereby agree that the Italian courts in Florence shall have sole jurisdiction over any dispute arising out of this agreement.
- FOR THOSE ENROLLED FOR INTERNSHIP.
17. The first 8-24 weeks includes Italian language class, depending on the course enrolled. Students may be required to prolong the language course duration, depending on the Italian language level of the student. The class are from Mon.-Fri. for 2-4 hours/day, either in the morning or afternoon. The number of class hours depends on the number of students per class, whether it is group class or semi-private class.
  18. Students will be allocated to appropriate restaurant/company depending on the Curriculum Vitae, Portfolio (only for art students) and interview with the school internship coordinator and the restaurant/company. Students cannot choose where to do internship. The interview will take place near the end of the Italian language program. To be accepted to the restaurant/company, students ultimately need to pass the interview. Except for some companies where English is the principal language used during the job, students must have enough Italian language skills to carry out job in order to pass the interview.
  19. After collocation to Internship, the students follow the schedule and holidays of the hosting restaurant/company, depending on the restaurant/company. Some restaurant/company has longer working hours or less holidays compared with others. Please check in advance. If you have special request, please tell the school internship coordinator. Please note that the more specific requests you add, the less potential hosts there are, and it may result in delayed collocation.
  20. Each internship student will be registered to the state through specialized agent to be certified, and carry out internship according to the state's law. The maximum period of internship at one place is limited to at most 6 months by the state's law. Students cannot change internship host restaurant/company before the registered period of 5 or 6 months duration. If the student encounters difficulties in job contents or other problems at work, please report to the school Internship coordinator. The additional registration charge for changing the host restaurant/company is 400 Euro each time.
  21. Internship at restaurants often includes meals. Sometimes restaurants offer accommodation, or cover accommodation and/or transportation fees, or others.

## ACCOMMODATION GENERAL CONDITIONS

1. **The Check-in date for accommodation is on Sunday and Checkout is on Saturday.** Check-in and Checkout on any other day is on additional charge as written on the list. If the additional days rate exceeds additional week rate the cheaper will apply. We strongly recommend you to check in at least 1 week prior to the course start.
2. The deadline for accommodation request is 60 days before the entrance, or at the same time of application.
3. In order to place a reservation for 2 months or more, **you need to pay a deposit fee equivalent to 1-month fee.** This deposit fee is not refundable, and the last 1 month's rent is taken from the deposit. For deposit amount for accommodation of less than 2 months, please inquire. If you reserve a Residence, please reserve preferably 4 months before check-in.
4. In order to issue a **certificate of accommodation**, you need to pay the deposit fee of 3 months. After the certificate is issued, you cannot cancel the reservation.
5. In order to place a reservation, **your Credit card information is needed as a guarantee deposit for the accommodation. Credit card will not be charged unless the student fails to pay the rent or, there is damage to the accommodation that cannot be covered by the deposit fees the student has paid in advance.**
6. The address of your accommodation will be indicated 7 days before your arrival. We need to be informed at least 7 days in advance of your arrival time. (The address of the accommodation may change please check the latest information.)
7. **The remaining rent of the accommodation for the period of time you reserved must be paid on the first day on your arrival in cash to the school office.** The rent of the last month will be taken from the deposit you have paid on reservation.
8. If you would like to cancel the reservation of the accommodation, you must notify the school at least 60 days before. Otherwise, you need to pay the rent for the subsequent month or cannot receive refund. The amount of refund will be 70% of the paid fee (after deducting 22% of the tax, as well as bank commissions). After issuing the certificate of accommodation for the purpose of VISA application, you cannot cancel the reservation.
9. School accommodation is basically in flats, located in the city distributed to different sites near city center. Each flat has usually several rooms, and each room has 1, 2 or sometime 3 beds. Students using the same flat will share kitchen and bathroom. Students are automatically allocated to their accommodation, and cannot choose.
10. The roommates are decided based on gender. Students cannot choose their roommates or flat mates depending on their personal preferences, except for the cases that the school considers justified.
11. If you request a single room, you may use a separate room with one bed, but still share kitchen and bathroom with the others.
12. Each residents need to clean their rooms, kitchen, and bathroom by themselves. Commodities such as soap, detergent, toilet paper, etc. must be purchased by residents. The kitchen is equipped with utensils. There are no face-towels or hand-towels. Bath-towels and bed sheets are replaced regularly or sometimes need to do laundry by themselves.
13. Some apartment has Internet connection, but its availability and the cost depends on the flat, and cannot be chosen by the student. Telephone of the flat must not be used except for emergency, or explicit agreement with the owner.
14. Air-conditioning for cooling is not common in Florence. If you would like accommodation with air conditioning, please request Residence.
15. As for the heating system in winter, **according to the Italian law on energy saving, heating system is available for 8 hours/day during November to March (at max.20°).** Most buildings have central heating system due to high heating. In winter, therefore, we advice students to bring enough warm clothes, too. **If you modify the central control of the heating system without permission, there may be legal consequence to the guarantor. The landowner reserves right to debit such legal fee to the credit card of the student.**
16. **Students are to keep the keys of the accommodation in good care.** If they lose the keys, it may be needed to change the entire door of the building, and the school is not responsible for such cost. **The landowner reserves right to debit such fee to the credit card of the student.**
17. Individual bedrooms do not have keys or even if there is, in most cases it closes only from inside. Please keep important belongings inside locked suitcase.
18. Only students who reserved the rooms can be allowed inside the apartment. It is not allowed to invite friends to eat together, or hold parties. Such parties can be reported to the police by neighbors, and the landlord may charged you for damage or may refuse continued stay in the accommodation.
19. **According to Italian anti-terrorism law, any landlord needs to notify the local police all the people hosting in their properties. Any failure to do that will be punished severely by state law. Therefore, you are not allowed to invite friends or family to stay in your flat overnight without permission of the landlord in advance.** Otherwise, the landlord may refuse your continued stay in the room, and the school cannot help the student.
20. **It is prohibited by the law to make loud noise after midnight. It may be reported by the neighbors and be fined.** Also the landlord may refuse continued stay in the accommodation on such ground.
21. The students staying at shared flat must follow the rule of usage of the flat. Those who chose a home stay option must follow the family's rule as one of the family. It is not permitted to invite over friends. Any failure to follow accommodation rules constitutes ground for being expelled from the accommodation. The school is not responsible for compensating for the paid rent in such a case.
22. Mediating any disagreement between roommates or flat mates is not the school's competency. Problems with the landowner, however, are to be resolved via school office.

I have read and agree to the general conditions.

Date

Signature